

## Data taking shift policy for MICE

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The MICE MOU specifies, in the institutes contributions: ***Shifts: All institutions must satisfy their institutional and personal shift quotas defined by MICE Collaboration Board or related collaboration guidelines.***

Principle of this proposal: Contributions to running the experiment should be distributed fairly among the MICE collaboration institutes.

A run typically involves:

- MICE operations manager MOM
- MICE Beam Line On-Call (BLOC)
- MICE Software (online reconstruction) expert
- MICE Online expert
- 2 shifters in the control room
- Subsystem experts on call

It is proposed to include in the shift quota 1) The MOM shifts<sup>\*)</sup>, 2) the shifters. The goal is to reduce progressively the load generated by the on-call duties.

Shifter training (2 days) is required and is not included in the quota. Shifter training may need to be repeated as required if sufficiently large changes have occurred in the experiment.

The maximal total number of shifts per year can be estimated on the basis of 125 days of running i.e. **around** 500 shifts<sup>\*)</sup>. The 12 MOM shifts amount to 390 shifts. The grand total is 890 possible shifts per year leading to approximately 12-15 shifts per MICE member per year.

It is suggested to distribute shifts according to the number of putative signatories to the Step IV paper; to this effect the CB will run through the collaboration institutes to ask how many of their members would sign the step IV paper. Institutions will be assigned shifts pro-rata the proposed number of signatories in the group. The group must satisfy the full group shift quota. Individual members in the group must satisfy at least 50% of their nominal individual quota. Shifts that are cancelled on short notice as announced by the MICE operations coordinator will remain counted.

The accomplishment of the shift quota will be mandatory to sign the papers. The shifts are assigned to each institution according to their relevant MICE members. This includes all PhD holders in the collaboration and all PhD students. Undergrads and engineers should not normally take shifts, but their contributions to the experiment can warrant signing the papers. It is the responsibility of the Institute group leaders to ensure the adequate contribution of the members of their group to the shift quota.

The MICE operations coordinator will manage the agenda and duration of the MOM shifts and experimental shifts and the attribution and accounting of shifts per institution.

<sup>\*)</sup> one MOM shift is assumed to be 4 weeks + 2 days = 30 shifts per month; the number of experimental shifts is calculated on the basis of 5 user runs, 5 weeks of 5 days each, and 4 shifts/day.